

Athletic Director - Town of Trenton

The primary function of the Athletic Director is to manage and oversee the Town of Trenton Athletic programs (Spring Soccer, Baseball, Flag Football, and Fall Soccer).

QUALIFICATIONS: Position requires a working knowledge of rules and regulations that are set in place for each sport; good organizational and communication skills; and ability to work cooperatively with others and have a quick response time.

REPORTS TO: The Town of Trenton Clerk: Cindy Komro (262) 339-0406 or at clerk@townoftrenton.info

SUPERVISES: All Coaching Staff

MAJOR DUTIES AND RESPONSIBILITIES:

Perform good communication skills; emails, calls, and text messages need to be responded to within 24 hours

Supervise all programs and mediate the resolution of problems, issues, and concerns that may arise between coaches and parents

Locate business sponsors and/or plan advertisements to achieve a successful athletic season

Supervise and coordinate field use, cleaning bathrooms, painting fields, etc.

Organize and execute final awards night presentation, including ordering and distribution of awards

MINOR DUTIES AND RESPONSIBILITIES:

Select/locate coaches for the athletic program as well as be a resource person and coordinator by providing in-service of coaching staff as needed

Communicate with all coaches on a regular basis, including a meeting with all coaches before the start of the program or after one of the practices during the season

Disburse coaching materials and enforce rules and regulations, including specific sports rules for each child that participates

Prepare team rosters and a master sports calendar that includes games/events

Coordinate grounds use for practices and games and give final clearance for the use of either the pavilion or the athletic field

Evaluate all athletic programs on an annual basis. Make recommendations for improvement to the clerk/Town of Trenton Board

Collect and maintain on file a properly completed registration form and concussion form in case of serious injury

Coordinate the ordering of Town of Trenton clothing, equipment, paint, janitorial and first aid supplies, as needed